



Preparedness Activities

	Frequency	Responsibility	Action
1.	Daily	Drivers/ mechanics	Drivers and mechanics must ensure that each bus is equipped with on-board emergency supplies at all times.
2.	Daily	Supervisors	By carrying out their security-related functions, supervisors help to mitigate the effects of those incidents that do occur on the system.
3.	Daily	Mechanics	Mechanics have been assigned specific security-related maintenance tasks. These tasks are outlined in agency policies.
4.	Daily	Dispatch	Dispatchers provide a critical security and emergency response function by linking system employees and outside personnel.
5.	Weekly	Administrative staff	Computer backups of key financial, personnel, dispatching, and other information must be performed regularly.
6.	Monthly	Administrative staff	The administrative staff is responsible for storing a copy of monthly computer backups at a designated off-site location.
7.	Quarterly	Administrative staff	The administrative staff is responsible for storing key agency documents (updated quarterly) at a designated off-site location.
8.	Quarterly	Management staff	Management is responsible for tracking information on threats, including information from local law enforcement and other agencies.
9.	Quarterly	Management staff	Management staff is responsible for updating the employee/responder contact list.
10.	Quarterly	Management/ administrative staff	Management and administrative staff are responsible for identifying and obtaining the fiscal resources required for security activities, based on threat assessments and security equipment reviews.
11.	Quarterly	Management staff/mechanics	Management is required to work with local fire personnel to test fire suppression equipment. Mechanics are responsible for testing smoke detectors and changing their batteries on an appropriate schedule.
12.	Quarterly	Management staff/mechanics	Management is required to work with local department of public works personnel to test backup power equipment. Mechanics are responsible for conducting this testing of changeover to generator power, checking backup fuel supplies, and performing routine maintenance on backup generators (e.g., starting periodically and lubricating).
13.	Every six months	All employees	All employees are provided training and drills to ensure they are familiar with emergency policies.
14.	Annually	Key responders	Key responders will participate in interagency regional training drills with emergency responders.
15.	Annually	Management staff	Management will develop or update appropriate mutual aid agreements with local law enforcement agencies.
16.	Annually	Management	Management will develop or update mutual aid



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		staff	agreements with area fire departments.
17.	Annually	Management staff	Management will develop or update mutual aid agreements with providers of emergency medical services.
18.	Annually	Management staff	Management will develop or update mutual aid agreements with area emergency management agencies.
19.	Annually	Management staff	Management will develop or update mutual aid agreements with other organizations as required (e.g., regional emergency management agency, hospital, schools, and public utilities).
20.	As required/ appropriate	Administrative staff	The general manager and assistant general manager must take NIMS training available through DHS online.
21.	As required/ appropriate	Administrative staff	All newly hired employees are provided classroom instruction, a portion of which focuses on security-related procedures. This training is provided by administrative staff.
22.	As required/ appropriate	Administrative staff	Administrative staff must notify the general manager of any employee disciplinary actions that may result in an employee becoming a threat to the agency.
23.	As required/ appropriate	Management staff/ dispatchers	Management staff and dispatchers are to review and respond appropriately to FTA e-mail alerts.
24.	As required/ appropriate	Management staff	At heightened alert levels, or based on specific local information, the agency may need to reduce, reroute, cancel, or increase service in affected areas.
25.	As required/ appropriate	Management staff/ supervisors	At elevated alert levels, management staff may decide to require increased facility inspections by supervisory staff.